



Kentucky Adult Education

2nd-3rd Year Instructor Institute



Syllabus

Contact Information	
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1. Syllabus Overview

This syllabus covers the instructor institute description, objectives, resources, expectations, pre-requisites and assignments. Please read the syllabus thoroughly, making note of important dates and expectations. If you find any discrepancies in the syllabus or have questions, please contact one of the two names listed above.

2. Description

The 2nd-3rd Year Instructor Institute aims to prepare instructors, instructor's aides and program directors that were hired between July 1, 2007 and December 31, 2008 to be effective instructors, assisting in and supporting organized, scheduled adult basic education classes. In face-to-face meetings, participants will become familiar with standardized and formative assessment techniques, how to develop lessons based on assessment results and effective instructional strategies, all in the context of managed classes. After the first face-to-face meeting, participants will develop a classroom project in which they will apply strategies learned in the meetings, and the results of those projects will be shared at a project showcase.

3. Basic Information for Face-to-Face Sessions

Important Note: Lodge reservations must be made 30 days in advance, or the lodge will release the block of rooms. Be sure to ask for the adult education/state rate.

Topics	Instructors	Cohort 1 Dates & Locations	Cohort 2 Dates & Locations	Cohort 3 Dates & Locations
Day 1 – Assessment and Instruction	Dr. Barbara Nielsen	September 10 – 11 Day 1--9:30 am-3:30 pm Day 2--9:30 am-3:30 pm	September 17 – 18 Day 1--9:30 am-3:30 pm Day 2--9:30 am-3:30 pm	September 24 – 25 Day 1--9:30 am-3:30 pm Day 2--9:30 am-3:30 pm
Day 2 – Effective Instructional Strategies	Duane Lambert Patty Hardin	Rough River State Park, 800-325-0057	Blue Licks Battlefield State Park, 800-443-7008	Natural Bridge State Park, 800-325-1710
Day 3 – Classroom Project Showcase	Connie Spencer-Ackerman	Choice of 2/12/01 (make up date 2/26) or 4/23/10 9:30 am-3:30 pm Locations to be determined		

4. Learning Objectives

Day 1 and Day 2 – Participants will:

- Observe and practice effective small group direct instruction.
- Participate in cooperative learning groups for specific purposes.
- Study and practice strategies for meeting the needs of all students.
- Identify and practice using current best teaching practices.
- Analyze appropriate test questions for potential student gaps.
- Design mini-lessons to meet content learning gaps.
- Study and practice “think aloud” learning strategies.

5. Resources

- *A Handbook for Classroom Instruction that Works* – Marzano, Norford, Paynter, Pickering, & Gaddy, Association for Supervision and Curriculum Development, 2001 (provided to those who do not already have a copy)
- Instructor Institute Handbook

6. Expectations

Because KYAE has invested significant public funds in supporting this instructor institute, attendance is expected during the full schedule (beginning time to adjournment) of all face-to-face meetings. In order to maximize the content of the instructor institute, participants are expected to also complete all additional components – advance work, interim work and observation. If a serious situation, such as illness, prevents attendance at any session, participants are asked to notify Rebecca Nelson at 606-783-2026 in advance of the scheduled session.

7. Weather Policy – If you have a question about a weather cancellation, call Connie Spencer-Ackerman at 606-776-3652 **by 7:00 a.m.** on the morning of the scheduled session.

8. Pre-requisites – Orientation to Adult Education online course

9. Instructor Institute Design – The instructor institute will be an extended experience, combining face-to-face workshops, demonstrations of instructional strategies, distance learning, classroom application and an opportunity to receive feedback from an instructional coach. The components of the instructor institute are listed below.

10. Activities and Dates/Deadlines

Activity	Additional Information	Dates/Deadlines		
		Cohort 1	Cohort 2	Cohort 3
Assessment of Prior Knowledge – an online survey to determine participants' familiarity with the content of the instructor institute	Go to http://kyvae.ky.gov/ (ANGEL Web site) and complete the assessment of prior knowledge.	8/28		
Face-to-Face Meeting – 2 days covering the use of formal and informal assessment to plan instruction and effective instructional strategies	9/10–11 – Rough River State Park 9/17–18 – Blue Licks Battlefield State Park 9/24–25 – Natural Bridge State Park	9/10-11 Day 1--9:30am-3:30pm Day 2----9:30am-3:30pm	9/17-18 Day 1--9:30am-3:30pm Day 2--9:30am-3:30pm	9/24-25 Day 1--9:30am-3:30pm Day 2--9:30am-3:30pm
Webinar or Videoconference – a session during which participants may observe demonstrations of teaching strategies and ask questions	Additional information will be shared when plans are finalized.	11/13		

Classroom Project – a project during which knowledge acquired in the face-to-face sessions will be implemented in the classroom, resulting in formal lesson plans and a course syllabus	Project guidelines will be distributed at the first face-to-face meeting.	12/11	1/29/10	1/29/10
Coaching Visits/Teaching Observations – an opportunity to practice instructional strategies and receive constructive feedback	Arrangements will be made by phone.	To be determined		
Classroom Project Showcase – a final session when classroom projects will be showcased	Come to the project showcase with ____ copies of your newspaper piece, lesson plan and lesson evaluation. Also e-mail a typed copy of the lesson and article to r.nelson@moreheadstate.edu . OR , send all electronically to Rebecca for duplication no later than one week prior to the showcase, _____. No handwritten materials will be accepted.	2/12/10 or 4/23/10 9:30am-3:30pm		
Assessment of Knowledge Gained – an online survey to determine the effectiveness of the instructor institute overall and the knowledge gained as a result of participation	Go to http://kyvae.ky.gov/ (ANGEL Web site) and complete the assessment of knowledge gained.	2/26/10		

- 11. Constructive Feedback** – Feedback on your classroom project will be based on the project rubric, which will be distributed at the first session. You will receive feedback on your teaching demonstration from an experienced educator.

ANGEL Web site

ANGEL is KYAE's online course management system. Using ANGEL you will be able to access the pre-test and pre-work assignment that will need to be completed three days prior to the First Face-to-Face Session. Additionally, you can download the workshop syllabus, submit assignments, obtain course information, access resources and participate in discussion.

How to get to online courses and pre-work in ANGEL:

After you have registered for this workshop, you will receive an e-mail on how to complete the online pre-work and pre-test in ANGEL. You will also get an e-mail from kyvc@kyvc.org indicating that an ANGEL account has been created for you giving you your username and password so you can begin taking your online courses.

When you are ready to take your course, please go to the following Web site: <http://kyvae.ky.gov> or <http://www.kyvc.org>. You will see the login area in the middle of the page. If you are a new student, you will be prompted to change your password the first time you log into the system. After you successfully login, your course(s) will show up on the left hand side of that page under "Courses". To get started, click the name of the course. You may also update your personal information by clicking "Update Personal Information" under the "My Information" area.

If for some reason, your courses do not show up under "Courses" after you have logged into the system, please contact Toni Quire at 502-573-5114, ext. 113, or e-mail her at toni.quire@ky.gov.

Please note: If you cannot remember your username and password of your ANGEL account, please contact Toni Quire at 502-573-5114, ext. 113, or e-mail her at toni.quire@ky.gov.

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